

**Position Title:** Trades Helper  
**Employee's Name:** New Position

**Position Number:**  
**Position Grade:** FSN-X

### **13. BASIC FUNCTION OF THE POSITION**

Employee assists skilled tradesmen in the performance of their duties in government-owned and leased residential and non-residential properties.

### **14. MAJOR DUTIES AND RESPONSABILITIES**

**Carpentry:** **30%**  
This position will assist the carpenter in all types of carpentry and construction projects. This shall include fabricating simple stands and shelves, hanging wall fixtures and decorations, install and repair doors and locks, installation of ceiling and carpet tile and the construction and finishing of drywall partitions. The incumbent will be expected to assist or work with limited supervision once instructions are received from the carpenter or other supervisors.

**Mason and Painter** **30%**

The Incumbent assists the Painter and/or Carpenter in all painting and masonry projects. This shall include but not limited to concrete form construction, installation of reinforced steel and mixing, pouring and finishing concrete. This may include digging and installing and repairing ceramic, stone and marble floor and wall tiles. This position includes painting interior walls and exterior structures i.e. gates, fences.

**Other Maintenance Projects:** **30%**  
Assists with any additional maintenance projects at all U.S. Embassy facilities, government owned and leased properties which shall include repairs, renovations, carpentry, painting, masonry, plumbing and electrical as requested by the supervisor.

**Driving:** **5%**  
May serve as chauffeur transporting passengers or cargo as needed

**Other duties:** **5%**  
Assist with other tasks as needed, including escorting contractors, setting up of events and loading and unloading trucks and containers. Must help keep tools in proper conditions and adhere to SHEM safety practices. The incumbent will be an occasional money holder to do petty cash purchases.

### **15. REQUIRED QUALIFICATIONS**

- a. **EDUCATION:** Completion of secondary or vocational school is required.
- b. **PRIOR WORK EXPERIENCE:** Two years experience as a trades helper or similar maintenance work.
- c. **POST ENTRY TRAINING:** On the job training.

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- d. **LANGUAGE PROFICIENCY:** Level I English (rudimentary) and Level III Spanish (good working knowledge)
- e. **KNOWLEDGE:** General knowledge of basic carpentry, masonry and painting practices and procedures and other trades.
- f. **SKILLS AND ABILITIES:** Must possess general mechanical and trades skill. Must be able to use proper tools and techniques. Must have a valid driver's license, class B. The incumbent must be able to work off of scaffolding and ladders, learn to use power and hand tools and lift 65 pounds.

#### **16. POSITION ELEMENTS**

- a. **SUPERVISION RECEIVED:** direct supervision from maintenance supervisor or engineer.
- b. **AVAILABLE GUIDELINES:** Written and verbal work instructions and standard practices.
- c. **EXERCISE OF JUDGEMENT:** Judgment in how to make repairs effectively is important, as is an understanding of when to seek guidance from the supervisor when safety concerns or other factors that could delay work arise.
- d. **AUTHORITY TO MAKE COMMITMENTS:** Worker's time as needed to accomplish tasks; may make limited commitments of supplies and materials.
- e. **NATURE, LEVEL AND PURPOSE OF CONTACTS:** Helpful, cooperative interaction with Embassy employees and their families.
- f. **SUPERVISION EXERCISED:** None
- g. **TIME EXPECTED TO REACH FULL PERFORMANCE LEVEL:** Six months.